DOCUMENT RESUME

ED 233 719 IR 050 330

AUTHOR Nolan, Ernest
TITLE Using the Madonna College Library. A Self Instructional Library Orientation.
INSTITUTION Madonna Coll., Livonia, Mich.
PUB DATE 80
NOTE 52p.
PUB TYPE Guides - Classroom Use - Materials (For Learner) (051) -- Tests/Evaluation Instruments (160)

EDRS PRICE MF01/PC03 Plus Postage.
DESCRIPTORS Autoinstructional Aids; Card Catalogs; *College Libraries; Higher Education; *Information Seeking; *Library Guides; *Library Instruction; *Library Skills; Pretests Posttests; Reference Materials; Workbooks
IDENTIFIERS *Madonna College MI

ABSTRACT

Designed for use by students who are beginning to do research for term papers, this self-instructional library workbook presents information on the circulating and reference collections of the Madonna College Library in Livonia, Michigan. The workbook covers: (1) use of the card catalog for finding books about a specific subject and for screening books by looking at the information given on a catalog card; (2) the location of books within the library using the Dewey Decimal classification system; (3) the purpose of the library reserve room; (4) the uses and locations of major reference books, including specific encyclopedias, almanacs/yearbooks, atlases/gazeteers, dictionaries, and biographical dictionaries; (5) library special collections; (6) the use of periodicals, periodical indexes, particularly the "Reader's Guide to Periodical Literature," and compilation indexes, i.e., "Newsbank" and the "Social Issues Resource Series"; (7) the contents of the vertical file; (8) audiovisual materials in the library; and (9) suggested methods for obtaining the assistance of reference librarians. Also provided are sample catalog cards and index pages, a map of the reference collection, a pretest and posttest, exercises on using the card catalog and indexes, and answer sets for the tests and exercises. (ESR)

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USING THE MADONNA COLLEGE LIBRARY

A SELF INSTRUCTIONAL LIBRARY ORIENTATION

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Dr. Ernest Nolan
Division Head for Humanities

IR050330

LIBRARY ORIENTATION

Singing Those Research Paper Blues

What happens when a teacher in one of your classes says, "Your term paper is due next week. Be sure to bring it with you when you come to class." Are you one of the students whose knees begin to knock, whose hands begin to shake, and whose forehead breaks into a cold sweat? Do you hear yourself saying things like:

"Gee, I wish I would have started my paper. I just feel lost in the library."

or

"I've been looking for information for six weeks now but haven't found a thing. How am I going to write a fifteen-page paper by next week?"

or

"I guess this means I flunk the class--what I did find in the library doesn't make any sense; it's all a bunch of random facts."

All too often students see writing a research paper as a terrible chore - - something they have never been taught to do. They have no idea about how or where to begin, and so they put off beginning until it is too late. When the term paper is due, they either hand in a rushed job that shows they really don't know what they're doing, or they miss the deadline and hand in a late paper or no paper at all.

If you can identify with such a situation, then this learning module might be a great help to you. This module will show you how to begin doing research for a term paper: what kinds of resources you will find in the library, how to use important reference books, and where to find these things in the Madonna College Library, since this library is the most convenient one for you to use while you're a student here at Madonna.

Fix in your mind right now that the library is a tool; it is there for you to use, but you must learn to use it well. Once you can use it, it will help you to do many things. The more practice you have, the quicker and easier it will be for you to do your work. You'll be surprised at how much more enjoyable your assignments and your classes will be once you understand the library and feel comfortable there.

Objectives:

When you complete this module, you will be able to do the following:

1. Explain the difference in purpose and use between the circulating library (first floor of the Madonna College Library) and the reference library (second floor).
2. Use the card catalog for finding books about a specific subject and for screening books by looking at the information given on the card.
3. Explain what the Dewey Decimal System is and how to use the Dewey call number to find books in the library.
4. Describe the use and location of the Reserve Room.
5. Identify the most important reference books and their locations in the reference library.

6. Use periodical indexes, the Newsbank, and S.I.R.S. to find articles in magazines and newspapers about a specific topic.
7. Use your understanding of the library to compose more specific, more informed questions for the librarian when you need his/her assistance.

As you can see, our list of objectives is a long and impressive one. You may have a vague or fuzzy understanding of some of these objectives right now; if so, the module will clarify things as you work through it.

PRETEST:

Before we begin, though, let's see how much you already know about using the library. In the back of this booklet on pages 33-35, you will find a short quiz and directions for scoring your answers. If you know enough about the circulating library, you can skip the first part of the module that talks about that section of the library. Just follow the directions given with the pretest.

NOTE: Once you have scored your quiz and know whether you will work through all of the module or just the second half, leave the Center for Personalized Instruction (room 102) and go to the first floor of the library. Enter the main door.

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PART 1: CIRCULATING LIBRARY

Now that you are inside the Madonna College Library, you should see some comfortable-looking chairs forward or your right. Pick one and have a seat.

Before we begin our tour of the circulating library, here's some interesting background information that you might find helpful:

Books and libraries have been around for a long time. Historians have found that a group of people living in Asia Minor as far back as 3100 B.C. had a form of writing. Of course it wasn't as easy for these people to write as it is for us; there were no Bic pens or loose leaf tablets then. People used a wedge instead of a pen and clay tablets instead of paper. Nonetheless, they had a way of recording their ideas and passing them on to other people.

You can imagine the problem that developed when the people who wrote began to stack up piles of clay tablets. These records had to be stored somewhere, and the first libraries came into existence by 2700 B.C. Since then, all peoples in all places have stored their writings in places we call libraries.

For a long time libraries were not very organized, or they were organized in a way that only special people could use them, until a man named Melvil Dewey, who lived in the nineteenth century, invented a system for arranging books so that anyone could use the library. His system is called the Dewey Decimal Classification System, and this is the numbering system used in the Madonna College Library. It is not important for you to memorize the divisions of this system but to remember that everything in the library can be located by following the system of progressive numbering that Dewey invented.

So much for history; now let's look at the library itself. The first floor of the Madonna College Library is the circulating library. It is given this name in order to show how it differs from the second floor, the reference library. The circulating library "circulates,"

that is, books from this library can be taken out of the library and used anywhere. That's why a librarian sits behind the desk you pass by when you enter and leave the library; the librarian's job is to record who is taking books out of the library, when the books left, and when they're due back.

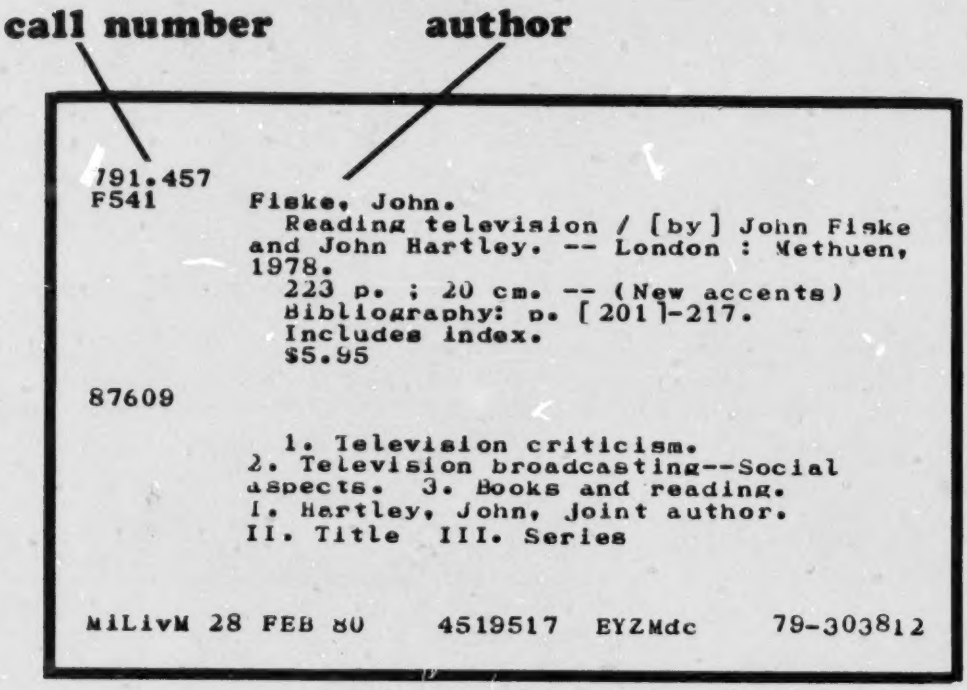
Most of the space on the first floor is taken up by shelves of books, all of which can be checked out and taken home. These shelves are usually called the stacks, and they are arranged according to Dewey's numbering system.

Card Catalog

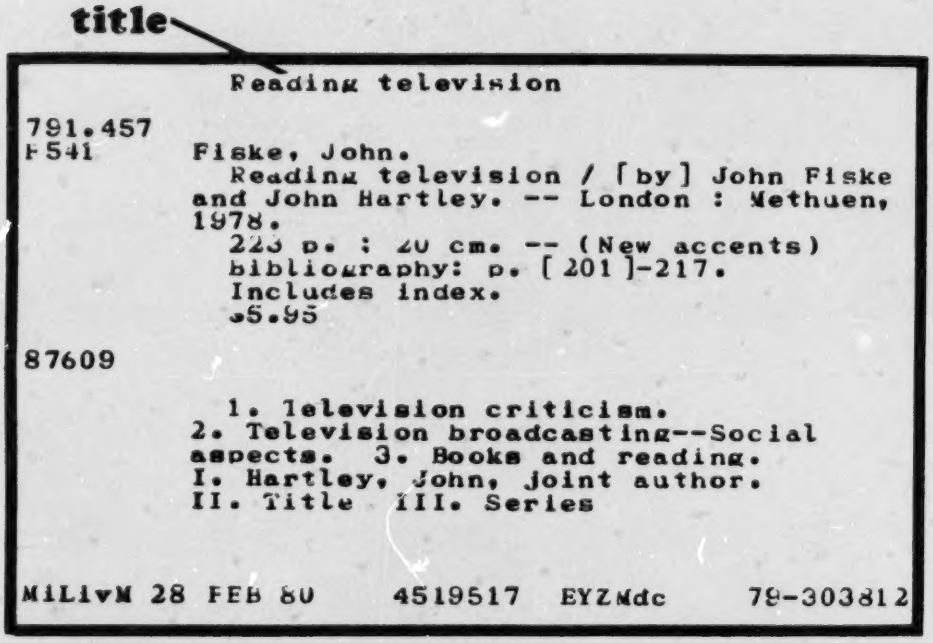
If you come to the library and want to find books by a particular writer or about a particular subject, you don't have to walk up and down the rows of shelves and look at every book. You would use the large wooden filing cabinet located near the entrance doors next to the staircase going upstairs. This cabinet is called the card catalog and contains at least three cards for every book in the library: an author card, a title card, and a subject card.

If you are looking for a particular book, you simply follow alphabetical order to find the card with either the author's last name or the first important word in the title. Once you have found the author or title card, the call number of the book (the number Dewey's system gives to the book) is in the upper lefthand corner. Look at the two cards on the next page; the first is the author card and the second is the title card for the book Reading Television:

Author Card


call number
author
791.457
F541
Fiske, John.
Reading television / [by] John Fiske and John Hartley. -- London : Methuen, 1978.
223 p. ; 20 cm. -- (New accents)
Bibliography: p. [201]-217.
Includes index.
$5.95
87609
1. Television criticism. 2. Television broadcasting--Social aspects. 3. Books and reading. I. Hartley, John, joint author. II. Title III. Series
MiLivM 28 FEB 80 4519517 EYZMdc 79-303812

Title Card


title
Reading television
791.457
F541
Fiske, John.
Reading television / [by] John Fiske and John Hartley. -- London : Methuen, 1978.
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1. Television criticism. 2. Television broadcasting--Social aspects. 3. Books and reading. I. Hartley, John, joint author. II. Title III. Series
MiLivM 28 FEB 80 4519517 EYZMdc 79-303812

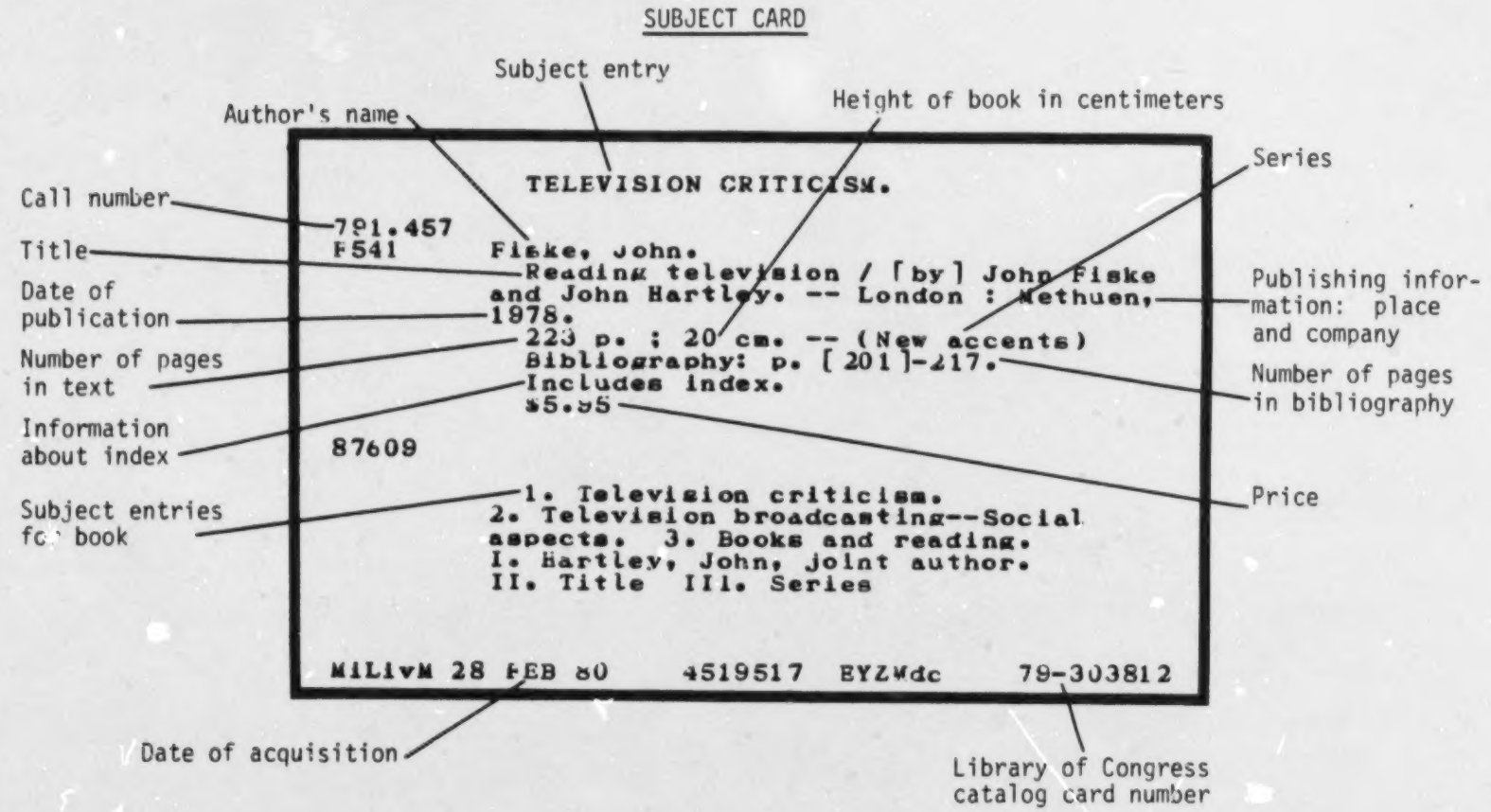
If you went into the library and wanted this book, you would look up the title under R for Reading or you would look up the author under F for Fiske. The card would give you the call number (791.457 F541), and you would use this to find the book in the stacks.

What if you come into the library to do an assignment but don't have the names of any specific books or authors? Let's say that one of your teachers told you to do some research about television; you are allowed to pick any aspect of television that interests you. In this case, you would use the card catalog in a different way. You would begin by looking for the subject cards for TELEVISION. Subject cards always have the subject typed in capital letters at the top of the card to distinguish them from title cards.

So you would go to the card catalog and look under T for television, and you would find a number of subject cards for books on the subject. You would find that the subject TELEVISION, since it is such a broad area, is broken down into smaller areas of research, such as TELEVISION AS A CULTURAL FORCE, TELEVISION CRITICISM, and TELEVISION IN POLITICS. This helps you to focus on a particular aspect of television, instead of looking at every book written about every aspect of television.

If you chose to do your paper on television criticism, you would find the following subject card for the book by John Fiske and John Hartley that we looked at before, plus other cards for books by other authors:

Information Contained on a Sample Catalog Card from the Madonna College Library



SUBJECT CARD

This card also gives you the call number for the book, and you'd be able to find it in the stacks. But this card, just like the author and title cards, gives you some more valuable information to make your job of doing research a little easier. All three kinds of cards give you details about this particular book, details that can help you to decide whether or not this is a book that you want to look at. The information on the cards help you to screen books right at the beginning of your research: you can decide to eliminate some on the basis of the information given; you can mark those books that are ideal for your research project; you can write down if there are specific parts of books that might be helpful to you, such as illustrations, bibliographies, and such.

Look at the subject card on the previous page. In addition to the subject entry, the author's name, and the title, there is all the information you need for a footnote or bibliography citation: place of publication, publishing company, and date of publication. For instance, just by looking at the card on the previous page, you could write this bibliographical entry:

Fiske, John, and John Hartley. Reading Television. London: Methuen, 1978.

By recording all this information before you even find the book, you'll save yourself lots of time later on when you're writing your paper.

This information is also helpful because you can eliminate books that were published too long ago, eliminate early editions of a book when there are later, more up-to-date editions. It will also tell you the number of pages in the book, its size (which can be important if the book is to large to fit on the standard size shelves), and whether or not it contains

bibliography or illustrations. The bibliography of one book might be very helpful in finding other books on the subject, especially ones not available in this library.

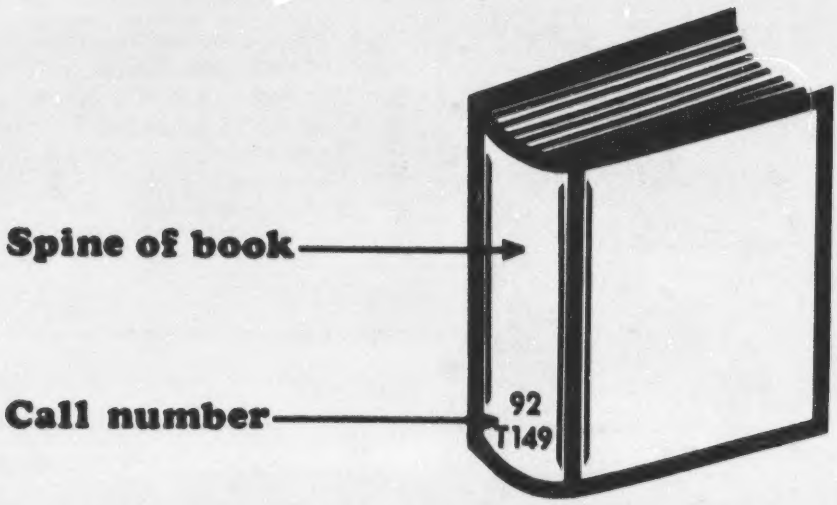
The point here is that is you look carefully at the card in the card catalog, you'll find more information that you'd expect that can help you to save time and to do a better research project.

Before we go on to the other parts of the circulating library, take the time right now to do the exercises on page 36 at the back of the module booklet.

DO EXERCISE #1 ON PAGE 36

Now that you know how to use the card catalog, let's see if we can find one of the books you looked up in the exercises. You have just found that the call number for the book Tallulah is 92 T149. To find this book you walk past the librarian's desk to the stacks. As you walk down the central aisle of the stacks, you see that the side of the shelves have cards showing the call numbers each shelf holds. Find the shelf with the call numbers 92 P693m to 928.2 C525w; walk down the aisle of this shelf. Note that the call numbers beginning with 92 are next to those beginning with 920; biographies (catalogued under 92) are given a special treatment and considered 920's.

Look at the illustration on the next page. It shows that the call number is printed on the spine of the book. Look up and down the aisle for the call number 92 T149, and when you spot that number you will have found Tallulah, the biography of the actress Tallulah Bankhead. You use this same procedure for every book you want to find in the library.



Now walk back toward the main entrance and stop at the librarian's desk. There is one more thing to point out before leaving the circulating library: the reserve room. Because certain books are very important for particular classes, teachers will put these books on reserve; that means that these books can be taken out of the library for only a short time so that many people can use the same book. Reserve books can be checked out for varying lengths of time: one hour, overnight, or three days. To check out a reserve book, you must ask the librarian to get the book for you and follow her instructions about returning the book to her.

This is all you really need to know about the circulating library in order to find books you need for a research project. Now it is your responsibility to keep using the library so that you don't forget what you've learned.

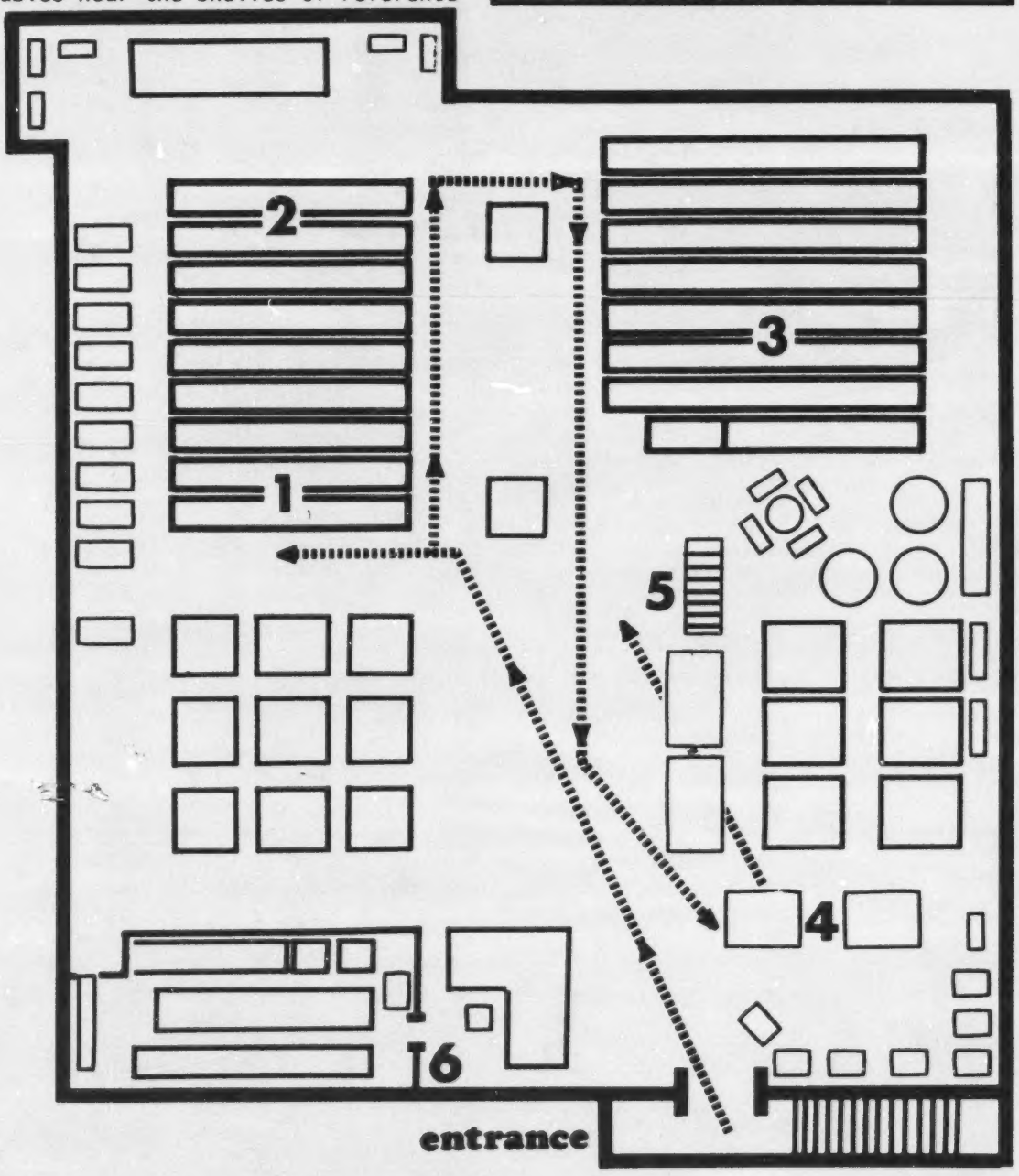
GO ON TO PART II: REFERENCE LIBRARY.

Part 11: REFERENCE LIBRARY

Now go to the stairway near the main entrance of the library and go up to the second floor. Enter the doorway to the reference library and follow the map below to the area marked #1. Sit at one of the many tables near the shelves of reference books.

REFERENCE LIBRARY

1. Reference Books
2. Livonia Law Library
3. Current Bound Periodicals
4. Periodical Indexes
5. Vertical File
6. Audio Visual



Keep this map close at hand throughout the next section.

We said that the books in the circulating library can be checked out and taken home. The books and materials in the reference library, however, never leave the library; reference materials are used in the library to find facts, information, and background information and then returned to the shelves for other students to use.

The reference library contains many different kinds of books and materials. Look again at the diagram of the reference library on the last page. The numbers below indicate where different things are located and the broken line indicates the path we will follow on our tour:

AREA NUMBER	REFERENCE SECTION AND MATERIALS
1	**STANDARD REFERENCE BOOKS:** **Encyclopedias** **Almanacs/Yearbooks** **Atlases/Gazetteers** **Dictionaries** **Biographical Dictionaries** **Specialized Works**
2	**LIVONIA LAW LIBRARY**
3	**CURRENT AND BOUND PERIODICALS:** **Magazines** **Journals** **Newspapers**
4	**INDEXES TO PERIODICALS AND RESEARCH COMPILATIONS:** **Reader's Guide** **Education Index** **Social Science Index** **Humanities Index** **Business Index** **New York Times Index** **Newsbank** **S.I.R.S. Index** **Index Medicus** **Index to Nursing and Allied Health Literature**
5	**VERTICAL FILE**
6	**AUDIO-VISUAL MATERIALS: SIRS VOLUMES**

Be sure to orientate yourself to the map before you begin the tour.

We're going to begin with area #1 which is devoted to standard reference books. Follow the map to the first shelf, where the encyclopedias are found. If the map confuses you, simply ask one of the librarians to point you in the right direction.

By now you should be standing in front of the encyclopedias. You have, of course, used encyclopedias before. But let's look more carefully and more critically at encyclopedias to see how we can use them more effectively.

You know that sometimes a teacher will ask you to write a paper about a topic you are familiar with. If so, you can begin downstairs on the first floor in the circulating library looking up complete books devoted to the subject. Sometimes, though, a teacher asks you to do research about a topic you know nothing about. Your first impulse might be to start looking for books on the subject, but, if you begin like that, you're taking the chance of wasting time and energy because you have no sense of direction, no fixed starting point.

It is in this situation, when you are beginning a paper about a subject you are totally unfamiliar with, that you look for encyclopedias in order to find out some background information, in order to get an overview of the subject. For instance, if you are in an art appreciation class and the teacher tells you to do a research paper about Edward Munch, you probably need to go to an encyclopedia to find out who he was, when he lived, why he is famous, and so on. The encyclopedia is just a starting point; you'd never make what you find in the encyclopedia the only research in your paper --in fact, many college instructors frown upon footnotes and

bibliography entries that refer to encyclopedias. You use the encyclopedia for yourself, to get yourself started, so that you can do a better job finding more research.

What are some of the things an encyclopedia can do for you? Well, first of all, an encyclopedia presents a compilation or gathering of research from many sources, complete with many facts you need at the outset of the paper. The detailed index of an encyclopedia can show you the subdivision of a broad topic; this can help you in narrowing your topic and in finding other headings under which to look in other sources. And the bibliography or list of sources after each entry in the encyclopedia can send you to important books and articles about the topic.

Right in front of you are some of the most helpful encyclopedias you can find when you're beginning a research project:

REF AE 5 .E56 — ENCYCLOPEDIA BRITANNICA: The 1979 edition of this work provides an up-to-date, comprehensive reference to thousands of topics. It consists of three parts: The one-volume Propaedia acts as an outline of human knowledge and as a guide to the Macropaedia. The nineteen-volume Macropaedia contains over 4,000 long articles on thousands of subjects. The ten-volume Micropaedia presents over 100,000 short articles which many times refer the reader to the Macropaedia. Even though the Encyclopedia Britannica looks complicated to use, once you catch on to how it is organized, you'll find it a wonderful help for your research paper.

REF AE 5 .E56 — THE ENCYCLOPEDIA AMERICANA: This work, the most recent edition published in 1978, offers scholarly articles that range from short entries on small subjects to long entries on extensive topics; this work provides good coverage of science and technology.

REF AE 5 .C699 — COLLIER'S ENCYCLOPEDIA: The 1980 edition emphasizes modern subjects and includes an index, bibliography, and study guides.

These are the encyclopedias which are geared to college level research; of course, there are many other encyclopedias--all of which you are free to use as long as they are up-to-date and reputable.

TRY ONE OUT: (A mini-exercise)

Find the Propaedia of the Encyclopedia Britannica and look at page 10 (in the tan pages at the beginning of the book). This is the table of contents and beginning of the Outline of Knowledge. Leaf through the table of contents to page 13. Notice that the listings for Art (Part Six) are given there. You can see how the subject is broken down into many subcategories. The listings for drawing, painting, printmaking, and photography begin on page 423. Find that page (in the white pages) and again you see how the subject is broken down.

Turn to page 427 and you'll find the listing of biographical articles of artists given in the Macropaedia. Notice that Edward Munch (Remember him!) is described in volume 12 on page 616. Find that volume and page and you'll have found all the background information you'll need to begin a research paper.

You can use this procedure to enhance your knowledge of a topic. Or you can go directly to the Macropaedia to see if your topic is given.

Encyclopedias provide the kind of background information you might need when you begin a paper. But, as you can see, the reference library includes many other kinds of books. We'll look briefly at some of the other kinds of books available as we continue to walk through the reference section. Spend more time on your own to familiarize yourself with the ones in your major field. An hour spent in the reference library just browsing might save you many hours later when you're doing a paper.

Next to the encyclopedias, at section AY, you will find a reference book that can be very helpful when you are beginning a research paper -- the almanac:

Almanacs: An almanac brings together many facts, especially numerical data, in one book. Almanacs can focus on specific areas like the Farmer's Almanac or the Almanac of World Military Power. Almanacs can also be general like Information Please Almanac (REF AY 64 .I42) or The World Almanac and Book of Facts (REF AY67 .N5 W927). Take a minute or so to look through the Information Please Almanac, found on the first shelf at call number REF AY 64 .I43. If you need a fact like the number of car accidents last year in the U.S. or the annual rainfall in Oregon, this kind of book will help you.

Also on this shelf, beginning after the almanacs, you will find reference works that deal with philosophy, psychology, and religion. For instance, at REF B 21 .M423, we find Masterpieces of World Philosophy in Summary Form, which gives essay-reviews of philosophical works.

In the psychology area, section BF, we find books like the Encyclopedia of Psychology (REF BF 31 .E56); this treats all facets of psychology today including definitions of terms, an historical overview, a discussion of research, and an explanation of controversies and related disciplines. We also find the Dictionary of Behavioral Science at REF BF 31 .W865, Mental Measurements Yearbook at REF BF 431 .B967, and the Encyclopedia of Occultism and Parapsychology at REF BF 1407 .E56.

TRY ONE OUT: (A mini-exercise)

Locate the Encyclopedia of Psychoanalysis (REF BF 173 .E34) and find page 273. There you will see the entry "Normality" and a discussion of how difficult it is to adequately define this term. Many other psychological issues are treated in an equally thought-provoking way.

In the B's we also find a range of books that deal with religion and mythology. One important book to glance at would be Encyclopedia of Religions (REF BL 31 .F722), which explains terms that might baffle you in a Religious Studies class.

TRY ONE OUT: (A mini-exercise)

If you wanted to find out something about Hinduism, you would turn to the Encyclopedia of Religions (REF BL 31 . F722), pull out volume 2, turn to H (Hindus, Hinduism), and you'd be on your way.

We can continue our walk through the reference books by looking at the next group of important works at section C (beginning on the back of the first set of shelves). The books in this section deal with biography, ancient and modern history, American history, and many other topics. Probably the most frequently used books here are the biographical dictionaries:

BIOGRAPHICAL DICTIONARIES: Biographical reference books give you the important information about a person's life, whether that person is living or dead. Sometimes they will even include bibliographies and evaluations of a person's life work. There are general biographies like the following:

CURRENT BIOGRAPHY (REF CT 120 .C976), which aims to cover all contemporary world figures;

WHO'S WHO (REF CT 120 .W628), which was the first "who's who" book -- covers only British (including Commonwealth) figures;

WHO'S WHO IN AMERICA (REF CT 120 .W628), which includes all prominent Americans;

WHO WAS WHO IN AMERICA (REF CT 210 .W628), which looks at important Americans who have died (1942-1976);

WHO'S WHO OF AMERICAN WOMEN (REF CT 210 .W628).

This is only a partial list of biographical references. For instance, there are books which cover only one subject field, such as Contemporary Authors (REF CT 120 .C761), which provides biographical and bibliographical information about literary figures.

TRY ONE OUT: (A mini-exercise)

Webster's American Biography (REF CT 213 .W384) gives easy access to biographical information about Americans. Look up EARP, WYATT, for instance, and you'll find some new and interesting facts about his life--things the TV series didn't mention.

Students don't take advantage of biographical dictionaries because they don't see the point of finding out about the personal history of an important figure. You'd be surprised how helpful the facts you can find in a biographical dictionary turn out to be; they can make the difference between spending weeks doing research or spending only a few days.

If you continue on the third set of shelves, you will find the beginning of the H section, which is devoted to the social sciences. Here you will see some more important reference books:

REF H 40 .AZ I61	International Encyclopedia of the Social Sciences
REF H 41 .E56	Encyclopedia of the Social Sciences
REF HF 5548.8 ,H236	Handbook of Industrial and Organizational Psychology
REF HQ .064 .U5 S724	Sourcebook on Aging

TRY ONE OUT: (A mini-exercise)

The International Encyclopedia of the Social Sciences (REF H40 .A2 I61) tells you a great about any social science topic Look in volume 5-6 for information about the heading "Family." Here you will find definitions, comparative studies, theoretical and research problems, and much more.

The fourth set of shelves contains two important sections--the K's which are devoted to law, and the L's, which denote education. Here you will find:

REF KF 156 .B628	Black's Law Dictionary
REF L101 .U6 S785	Standard Education Almanac
REF LB 15 .E56	Encyclopedia of Education

The next three divions are devoted to the arts: M -- music; N -- art; P -- language and literature. Here again you will find reference books on people, ideas, and history. You will also find books of quotations, sayings, and maxims, such as Dictionary of Quotations (REF PN 6081).

The Q's and R's on selves six and seven are some of the most frequently used books in this Library. They deal with the sciences and with medicine. If you plan to major in one of these areas, take some time and browse more extensively; it will pay off. Some important reference books here are:

REF QH 13 .G781	The Encyclopedia of Biological Sciences
REF R 118.4 U6 .M489	Medical and Health Information Directory
REF R 121 D	Dorland's Illustrated Medical Dictionary
REF RM 113	Medical Physiology
REF RM 300 A512	AMA Drug Evaluations
REF RT 55 .M894	Mosby's Comprehensive Review of Nursing

TRY ONE OUT: (A mini-exercise)

At REF QH 13 .G781 you will find the Encyclopedia of the Biological Sciences. In this volume you will find a ready reference to biological topics. For instance, if you are interested in photosynthetic bacteria, pages 703-5 were written with you in mind.

As you can see, this list could go on for pages. Stop if you would like to browse some more. If not, go on to the T's, where books devoted to technology are located. Here you will find books like the Fire Protection Handbook (REF TH 9150 .F523) and the United States Energy Atlas (REF TJ 163.25 .U6 C965).

The seventh set of shelves houses the Z's, which are devoted to bibliography and library science. Here you will find the Book Review Digest (REF Z 1035 .A1 F145). This text is a comprehensive index of reviews of fiction and nonfiction books published in the United States. It usually includes excerpts of reviews that are especially helpful.

Beyond the reference section you will find the Livonia Law Library (area #2 on map) which belongs to the Livonia Bar Association but is housed here. Most of these books are valuable for historical interest; even if you are in one of the legal fields, these books would help you only if you were doing special research. They are not for general use.

Periodicals

Now we have looked at the most useful section of the reference library if you need background information or an overview of a topic. There are several other areas of the reference library that provide you with other kinds of information; learning how to use them will make available to you more current, more specialized research.

Across from where you are standing the current and bound periodicals (magazines, newspapers, professional journals) are located (area #3 on map). As you walk down the central aisle towards the entrance of the library and the librarian's desk, you first see large hardback volumes in which past issues of magazines have been bound. These are called the bound volumes of periodicals. If you peek down one of these aisles, you might find bound copies of Time magazine going back to 1945 and copies of Journal of Chemical Education going back to 1950. If you need to find a copy of a magazine or journal that is a year or more old, this is where you should look.

As you continue to walk toward the entrance you will notice that the shelves change in appearance. Near the front of this section you find the current periodicals (those less than a year old). The most recent copies are displayed on the slanted racks of each shelf; other recent copies are stored behind the racks. To get one of these issues, just pull the rack up and find the magazines stacked inside.

Periodical Indexes

When you are doing a research paper you wouldn't have the time to browse through each and every magazine in the hope of finding something about your topic; that wouldn't be practical or very much fun. In order to find which magazines have had articles about a specific topic and to

find out when the articles were published, you need a periodical index. The word "index" comes from a Latin word meaning "to point out." (Remember: Your pointing finger is your index finger.) An index doesn't provide you with the research you need, but it simply points you to where it can be found. Some researcher or researchers in some part of the world will have taken the time to look through every magazine published during a certain time period and organized what he/they find so that you can save time and energy.

In the Madonna Library, the periodical indexes are located near the entrance across from the librarian's desk (at #4 on the map). Walk over to the table with periodical indexes and you will see that this library has several different periodical indexes:

Reader's Guide to Periodical Literature

--indexes about 100 nontechnical magazines; easy to use.

Humanities Index

--indexes articles in such diverse areas as archaeology, classical studies, folklore, history, language and literature, literary and political criticism, performing arts, philosophy, religion and theology.

Social Sciences Index

--indexes articles in anthropology, economics, environmental studies, geography, law and criminology, medical sciences, political science, psychology, public administration, sociology.

Education Index

--indexes articles dealing with elementary, secondary, and higher education; adult education; vocational education; counseling; and teaching in content areas.

Catholic Periodicals Index

--index to about 120 Catholic periodicals and to books of interest to Catholics.

Business Periodicals Index

--indexes articles dealing with such areas as accounting, advertising and public relations, automation, banking, business communications, economics, finance and investments, insurance, labor, management, marketing, taxation.

Index Medicus and Cumulative Index to Nursing and Allied Health Literature

--two indexes directed to the health professional, which list articles dealing with medical, nursing, and allied health topics.

All of these are indexes to magazines and journals except one; it provides an index only to newspaper articles in the New York Times.

You choose which index will best suit your needs; this, of course, depends upon the kind of topic you are researching. Most of the time, though, you will rely on the Reader's Guide to Periodical Literature since it indexes most general interest periodicals and has entries for subjects in many different fields.

Reader's Guide to Periodical Literature

Let's take a closer look at the Reader's Guide; if you can use this index, you should be able to use all the others. Perhaps by trial and error you've used the Reader's Guide to find articles before. If so, congratulations -- you've probably learned a great deal while doing so. You'll be surprised, though, how much better off you'll be if you take the time to learn something about the Reader's Guide before using it again.

First of all, the Reader's Guide has something in common with the card catalog. Just as there were three kinds of cards in the card catalog (author, title, subject), there are three different kinds of headings in the Reader's Guide: subject, author, and title. Unlike the catalog, though, the Reader's Guide doesn't have three entries for each article.

Let's look at the sample pages from the May 10, 1980, issue of the Reader's Guide on the next page. If you were interested in doing a research paper about sports for a sociology or an ethics class, you could go to the Reader's Guide and look up the subject heading SPORTS. There you'd find a list of articles dealing with many facets of sports, and you'd notice that SPORTS is broken down into many subdivisions like Accidents and Injuries, Ethical Aspects, Medical Aspects, Photographs and Photography, and so on. These subcategories will help you to focus on a narrower topic for your paper. You would also notice that after many of the subdivisions you find "See also" headings. What this does is refer you to other headings in the Reader's Guide that pertain to this topic. For instance, for SPORTS: Accidents and Injuries, you are told to "See also": Boxing--Accidents and injuries, Parachuting--Accidents and injuries, and Sports Medicine. These subdivisions and cross references ("See also" references) give you more articles to find for your paper.

Looking down the list of articles on our sample page, we would probably begin by choosing a specific area of SPORTS, say Philosophy of Sports, and then writing down information about the article listed there:

Why sport? E. Cowan. il por Humanist 39:22-8 N/D '79

What this entry tells us is that in the magazine Humanist, volume 39 which appeared in November/December 1979, an article called "Why Sport?" can be found on pages 22-28. As a bonus, this article is illustrated with portraits (il por). This sounds like a helpful reference for your paper. With this information, you could go to the periodical section, find volume 39 in the bound periodicals, turn to the November/December issue of 1979, and find the article.

SPECTRUM analyzers
Sensor spectrum analyzer developed. B. M. Emson. il Aviation W 113:61+ Mr 31 '80

SPECULATION
See also
Commodity exchanges
Investments
Real estate investment
Risk
Stocks
Blinded by gold dust. H. Rudnitsky. il Forbes 125:94-5 F 4 '80
Trouble for U.S. silver futures. il Bus W p79-81 F 11 '80

SPEECH
See also
Children—Language
Compressed speech
Conversation
Language and languages
Public speaking
Speech perception
Synthesis
See Speech synthesis

SPEECH defects
See also
Stuttering

SPEECH pathologists. See Speech therapists

SPEECH perception
Rate of acoustic change may underlie hemispheric specialization for speech perception. J. Schwartz and P. Tallal. bibl f il Science 207:1380-1 Mr 21 '80

SPEECH processing systems
See also
Speech synthesis
Computer system speaks plain English. D. Scott. il Pop Sci 216:10 F '80

SPEECH synthesis
Appliances that talk—new fad or enduring trend? M. Cusack. Sr Schol 113:39 F 21 '80
Machines that can talk. M. B. Weinstein. bibl il Radio-Electr 51:53-6 Mr; 44-6 Ap '80

SPEECH therapists
Speech-language pathologist. Cur Health 6:26 S '79

SPEED
See also
Motorcycles—Speed

SPEED limits. See Traffic regulations

SPEED records. Airplane. See Airplane speed records

SPEED skating. See Skating

SPEED traps. Radar. See Radar in traffic control

SPENCE, C. Edgar
Solar rehabilitation. il Mother Earth News 63: 170 Mr/Ap '80

SPENCE, Ida
Jewel of the tropics. il Black Enterprise 10:123-4 F '80

SPENCER, Jim
First trophy. il Outdoor Life 165:48-51+ Ja '80
Rabbit at its best. il Outdoor Life 165:54 F '80

SPENDING
See also
Consumption (economics)

SPERA, Frank
Thermal evolution of plutons: a parameterized approach. bibl f il Science 207:299-301 Ja 18 '80

SPERLICH, Harold K.
Born-again car man. L. Mandel. Motor T 32: 54-6+ Ap '80

SPERM donors. See Artificial insemination

SPERM flagella. See Flagella

SPERM whales. See Whales

SPERMICIDES. See Contraceptives

SPETH, Gus. See Speth, J. Gustave

SPETH, J. Gustave
Sisyphus syndrome: acid rain and public responsibility [adaptation of address, November 1, 1979] il map Nat Parks & Con Mag 54:13-17 F '80

SPHEROMAK plasma confinement. See Plasma confinement

SPICES
See also
McCormick & Company

SPIDER crabs. See Crabs

SPIDERS
See also
Tarantulas
Down goes aqua-spider [diving spiders] H. Pfletschinger. il Int Wildlife 10:25-7 Ja/ '80
Jumping spiders is their name, jumping is their game and lucky is the home that harbors them. H. K. Evans and D. T. Gwynne. il Nat Wildlife 18:20-4 F/Mr '80

SPIES
See also
Espionage
Intelligence service
World War, 1939-1945—Secret service

SPIES, Industrial. See Business intelligence

SPIESS, F. N. and others
East Pacific Rise: hot springs and geophysical experiments. bibl f il maps Science 207:1421-32 Mr 28 '80

SPILLMAN, Susan
Star is born. Seventeen 39:210 Ap '80

SPINAL fluid. See Cerebrospinal fluid

SPINE
See also
Backache

SPINKS, Leon
Spinks was no sphinx. W. Nack. pors Sports Illus 52:51-2 Ja 21 '80

SPINNERS. See Fishing lures, flies, etc.

SPIRITUAL directors. See Pastoral counseling

SPIRITUAL life
See also
Christian life
Retreats
[Column] H. Fehren. See issues of U.S. Catholic
Spiritual discipline: countering contemporary culture. D. E. Miller. Chr Cent 97:319-23 Mr 19 '80

SPLICING of genes. See Genetic research

SPLIT-rail fences. See Fences

SPLITTERS. Log. See Wood cutting equipment

SPODE pottery. See Pottery, English

SPOILS system. See Political patronage

SPOONS
Collectors and collecting
San Francisco disaster spoons [souvenirs] D. Zinn. il Antiques J 35:19-21+ Mr '80

SPORT. See Sports

SPORT (periodical)
This month in Sport. J. R. McDermott. See issues of Sport

SPORT fishing boats. See Fishing boats

SPORTBOATS (inflatable boats) See Boats and boating

SPORTING goods
See also
Softball—Equipment
Sportsman's shopper. See issues of Field & stream

SPORTING goods industry
See also
Johnson, S. C. & Son, Inc
Marketing
Struggling to cope without snow. il Bus W p44 F 11 '80
France
Has Rossignol lost its edge? L. Minard. il por Forbes 125:139-6 Mr 17 '80

SPORTS
See also
Amateurism (sports)
Athletes
College athletics
Computers—Sports use
Drugs and sports
Hypnotism—Sports use
Radio broadcasting—Sports
Television broadcasting—Sports
also names of sports, e.g. Running
Advisor [questions and answers] (cont) F. Donegan. Sport 70:76 Ja; 6 Mr; 10 Ap '80
For the record. See issues of Sports Illustrated
Scorecard. See issues of Sports Illustrated
Sport quiz. See issues of Sport
Sport talk. See issues of Sport
Sporting scene. New Yorker 54:53-4+ Mr 10; 53-4+ Ap 14 '80
Sports. See issues of Seventeen
Accidents and injuries
See also
Boxing—Accidents and injuries
Parachuting—Accidents and injuries
Sports medicine
Preventing sports injuries. J. Kaplan. Vogue 170:142+ F '80
Anecdotes, facetiae, satire, etc.
Time out for sports. Read Digest 116:49-50 Ap '80
Competitions
See also
Olympic Games
Skating—Competitions
Games people play across the North [Arctic Winter Games] P. Koring. il Maclean's 93:8+ Ap 7 '80
Economic aspects
Sop to the poor fan. K. Asquith. Maclean's 93: 39 Ja 7 '80

SPORTS—Continued
Ethical aspects
See also
Basketball, College—Ethical aspects
College athletics—Ethical aspects
Drugs and sports
Football, College—Ethical aspects
Football, Professional—Ethical aspects
International aspects
See also
Olympic Games
Notes and comment [sports and war] New Yorker 54:37-8 Mr 10 '80
Medical aspects
See Sports medicine
Periodicals
See also
Sport (periodical)
Sports Illustrated (periodical)
Philosophy
Why sport? E. Cowan. il por Humanist 39:33-8 N/D '79
Photographs and photography
Letter from the publisher [photography of the Winter Olympics for Sports Illustrated] K. F. Sutton. il Sports Illus 52:4 Mr 3 '80
Year in sports [special issue] Sports Illus 52:3-6+ Sp Issue Mr 13 '80
Physiological aspects
Body athletic. J. Jerome. il Esquire 93:17-18 Mr '80
Sports: how they affect your skin. Glamour 78: 290 Ap '80
Psychological aspects
See also
Baseball, Professional—Psychological aspects
Skis and skiing—Psychological aspects
Swimming—Psychological aspects
Afghanistan
Chapandaz still play buzkashi. Vasari. il Art News 79:7 Mr '80
Alaska
See also
Baseball—Alaska
Argentina
See also
Automobile racing—Argentina
China
China's Olympic hopes. R. Breeze. World Press R 27:61 Ja '80
England
See also
Rowing
Europe, Western
See also
Motorcycle racing—Europe, Western
Great Britain
See also
Motorcycle racing—Great Britain
Italy
See also
Basketball, Professional—Italy
Russia
See also
Weight lifting

SPORTS and religion. See Religion and sports

SPORTS arenas. See Stadiums

SPORTS betting. See Gambling

SPORTS broadcasters. See Radio broadcasting—Sports—Television broadcasting—Sports

SPORTS cars
Brief encounter [Ferrari DB512] T. C. Browne. il Motor T 32:54-7+ Ap '80
Devin: a backyard Ferrari. L. Frank. il Motor T 32:50-3+ Mr '80
Farewell to MG. L. Mandel. il Motor T 31:77-80+ D '79
Hey, uh, if you're not busy this weekend, howdja like to exercise my Ferrari? D. E. Davis, Jr. il Car & Dr 25:7-8 Ap '80
Last GASP for a Bricklin [fund raising lottery by Group Against Smokers Pollution in Winnipeg, Canada] J. Hample. il Maclean's 93:22 Mr 3 '80
Leather-lined luxury [Aston Martin's Volante convertible] T. Hogg. il Road & Track 31:38-40 F '80
MG. T. Hogg. Road & Track 31:31 F '80
Miscellaneous ramblings [owning the 427 AC Cobra and the Kougar] T. Hogg. il Road & Track 31:35-7 Ap '80
On a clear day... [DeLorean Motor Company's DMC-12] C. E. Curtis. il Forbes 125:35-6 Mr 3 '80
Owner impressions [Fiat 850 Spider, a 1967 model] J. Thompson. il Road & Track 31:48-9 F '80
Porsche of great price [930 Turbo] P. Bedard. Car & Dr 25:14 F '80
TVR Taamin gamble. T. L. Bryant. il Road & Track 31:130+ Ap '80
Turbo Corvette. J. Lamm. il Road & Track 31: 56-7 Ap '80
History
Retrospect:
1956 Alfa Romeo 6C 2500cm. L. Frank. il Motor T 32:52-5+ F '80
Purchasing
Editor's report [selecting a Corvette] J. Dianna. Motor T 31:5 D '79
Testing
Fantasy flagships [L82 Corvette, 308 GTS Ferrari and Porsche 928] J. Dianna and others. il Motor T 31:30-7+ D '79
Fiat 850 Spider. T. L. Bryant. il Road & Track 31:45-9 F '80
Road & track road test:
1980 Porsche 924. il Road & Track 31:52+ Ap '80
Road test:
Porsche 924 Turbo. F. Stafford. il Motor T 32:34-7+ Ap '80
Short take:
Datsun 280-ZX. D. Sherman. il Car & Dr 25:121-2 Ap '80

SPORTS cars, Remodeled. See Automobiles, Remodeled

SPORTS clothes. See Clothing and dress—Sports clothes

SPORTS clubs
Looking in on the Black Summit [National Brotherhood of Skiers] J. H. Auran. Skiing 32:48 F '80

SPORTS fans
See also
Football fans

SPORTS for the handicapped
Anybody can ski, says Ed Lucks, and that includes the handicapped and the blind. P. W. Martin. il pors People 13:44+ Mr 31 '80
In the Boston Marathon, watch for a record by George Murray; oh yes, he's the one in the wheelchair. S. Hinson. il pors People 13:121-3 Ap 21 '80

SPORTS for women
See also
Basketball, Professional
Running
Swimming
Women athletes

SPORTS gambling. See Gambling

SPORTS illustrated (periodical)
Letter from the publisher. K. F. Sutton. See issues of Sports Illustrated

SPORTS in art
Silver skates & others. E. Pullar. il Antiques J 35:36-7+ F '80

SPORTS journalism
How to decrease your word power [R. Thompson, editor of Assiniboia's The Times] D. Elsler. il por Maclean's 93:24-5 F 4 '80
Selling of the Super Bowl [football journalism] il Time 115:68 Ja 28 '80

SPORTS medicine
See also
Motorcyclists—Health and hygiene
Electronics Olympic-style. J. A. Miller. il Sci News 117:139 Mr 1 '80
Sports competition should not be child's play, a doctor warns as injuries increase [interview by G. Iannes] L. Michael. il pors People 13:54-6+ Mr 17 '80
Sports doctor Anthony Daly prepares for the nonpolitical aches and pains of the Olympics. S. Kalter. il pors People 13:49-50 F 4 '80

SPORTS promoting. See Promoters and promoting

SPORTS records
See also
Fishing records
Hunting records

SPORTS vacations. See Vacations

SPORTS writing. See Sports journalism

SPORTSCASTERS. See Radio broadcasting—Sports—Television broadcasting—Sports

SPORTSMANSHIP
See also
Football, Professional—Ethical aspects

SPORTSMEN. See Athletes; Fishermen; Hunters

SPORTSWOMEN. See Women athletes

SPORTSWRITING. See Sports journalism

SPOT oil futures. See Commodity exchanges

SPOT removers. See Laundry products

SPOUSAL testimony. See Witnesses

SPRAGUE, G. F. and others
Plant breeding and genetic engineering: a perspective. bibl il BioScience 30:17-21 Ja '80

If you were interested in sports accidents and injuries you could find the following reference:

Preventing sports injuries. J. Kaplan. Vogue 170:142+ F '80

This directs you to the February 1980 issue of Vogue magazine (volume 170), and beginning on page 142 you would find an article called "Preventing Sports Injuries." After a while you will be able to interpret the entries in the reader's Guide and find articles very easily.

In addition to subject entries, the Reader's Guide also lists articles under the author's name, especially for well-known writers. On our sample pages, you can see articles by such writers as Edgar C. Spence, Ida Spence, and Jim Spencer. Sometimes, if a writer is very well-known, there will be both articles by him/her and about him/her.

You would be interested in finding reviews whenever you are doing a paper about a book or a movie. The Reader's Guide lists book reviews separately at the back of the volume. Look in the March 1979--February 1979 volume (#38) for the book reviews beginning on page 1553. If you look under B for Bombeck, you'll find two listings for Erma Bombeck's book, If Life Is a Bowl of Cherries--What Am I Doing in the Pits? Movie reviews are listed in the volume under M. Look up Motion Picture Reviews in the March 1978--February 1979 volume and you'll see how many articles are listed for movies that came out during that year. For instance, National Lampoom's Animal House has nine reviews listed.

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By now you've noticed that the Reader's Guide is issued in small volumes. The small volumes are published every two months. At the end of the year, a cumulative volume is published containing everything included in the small volumes.

The procedure you use for the Reader's Guide is the same as the one you use for all the other indexes: begin with the subject, author, or title entry; look at all the "See also" indications and at the subdivisions of a subject; write down all the information you need to find the articles you want (author, title, magazine, volume, page, date of issue); and then locate the magazine in the library. If you are not sure whether the Madonna Library subscribes to a particular magazine, you can look at what is called the Kardex, which is a rotating file showing all the periodical holdings of the library. It is located near the librarian's desk.

The New York Times Index, of course, refers to a newspaper. To find articles in the New York Times, take the date of the newspaper you want to the librarian, and he/she will give you a role of microfilm and show you where and how to use it.

Compilation Indexes

In addition to the regular indexes to periodicals, the Madonna Library has indexes to compilations or gatherings of research about specific topics: Newsbank and S.I.R.S. These indexes provide you with current articles from magazines and newspapers that researchers feel are important and meaningful for anyone researching this field.

The Newsbank is the most extensive of these indexes. On the table next to the periodical indexes you will see a row of folders, each labeled with Newsbank and with a particular field of study.

There are 18 volumes to Newsbank, dealing with the following areas:

Introduction: Guide to the Index
Name Index

Education

Consumer Affairs

Business and Economic Development

Government Structure

Employment

Environment

Health

Housing and Urban Renewal

Law and Order

Political Development

Social Relations

Transportation

Welfare and Poverty

Performing Arts

Literature

Fine Arts and Architecture

Film and Television
(18 vols. as of 1980)

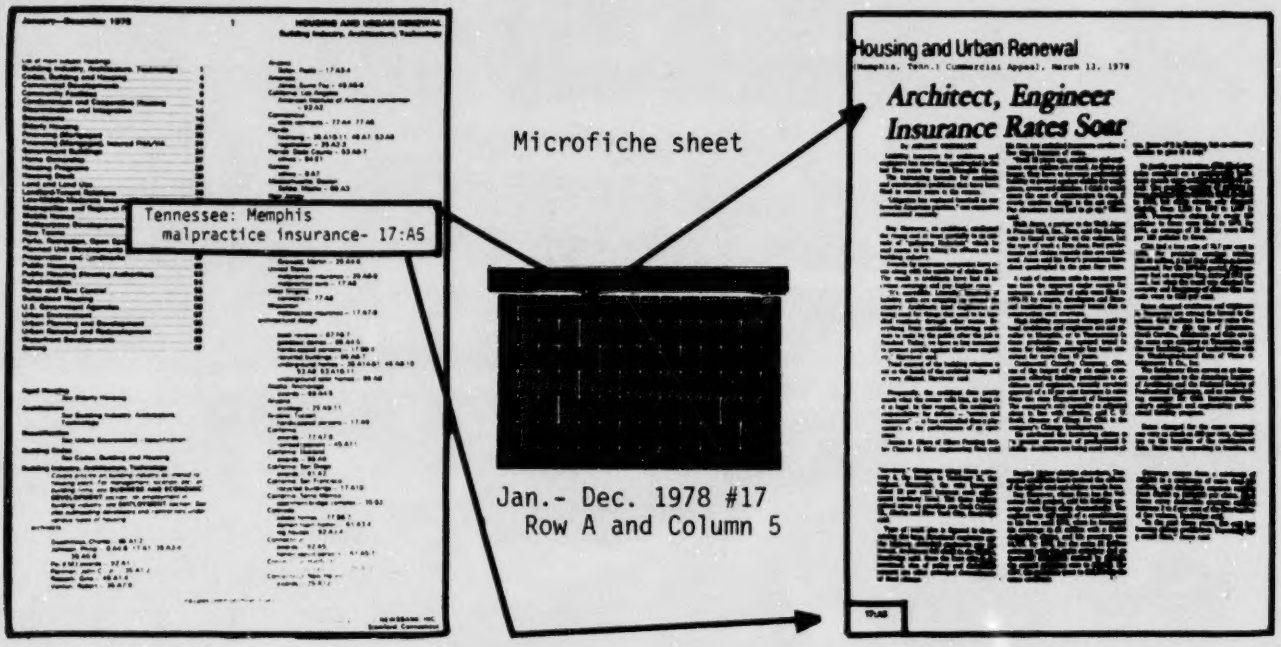
If you are doing a paper on architecture, for instance, you could go to the Housing and Urban Renewal volume, and you'd find the page from the Newsbank reproduced on the next page of this booklet. If we look under A for Architecture we are referred to B for Building Industry, Architecture, Technology. Here again we find the broad topic divided into subcategories: architects, architectural design, building materials shortages, and so on.

If you were interested in architect's malpractice insurance, for instance, you would look under the heading architects for articles dealing with that subject. The first article you would find would have appeared in Memphis, Tennessee. To read this article, you would take the Newsbank coordinates given for that article, 17: A5, plus the date of the index you're using, January-December 1978, to the librarian.

The librarian will find you Microfiche number 17 for that date. Microfiche is like microfilm-- it is a photographic negative of pages of magazines and newspapers. Microfilm is on a role, though, while microfiche sheets are flat. The illustration on the next page should clarify what we mean:

32

PROCESS OF USING NEWSBANK: FROM INDEX TO MICROFICHE TO ARTICLE ON VIEWER.



Newsbank Index:
Tennessee: Memphis 17:5A

Article on viewer

Again, the librarian can show you in a few minutes how to use the microfiche reading machines; you'll be surprised how easy it is if you haven't used one before. The Madonna Library also has a microfiche machine that will make a photo copy of the article you want for 10¢. This makes it easier yet to get the information you need.

S.I.R.S. (pronounced just like "sirs") stands for Social Issues Resource Series. This compilation of research on specific issues in the social sciences consists of folders with reprints of important articles. The volumes are continually updated to keep abreast of changes in these fields. The indexes for S.I.R.S. are located with the Newsbank indexes. All you need to do is write down the title of the article and its page number in the volume, and the librarian will get the reprint for you. The volumes are shelved behind the librarian's desk on the same wall as the entrance.

Students say that the kinds of articles they find in the Newsbank and SIRS provide them with enough basic reasearch to begin writing their papers. It is an excellent starting point and can be very helpful when you are trying to narrow your topic from a broad, hard-to-cover area to a restricted one you can cover in a research paper.

Before we go on to the last two features of the reference library, take the time to do the exercises with periodical indexes, the Newsbank, and S.I.R.S. found on page 37 of this booklet.

The Vertical File

One of the last resources to point out in the reference library is what is called the vertical file. This consists of a series of file cabinets in the center of the second floor (area #5 on map). The vertical file contains pamphlets, brochures, newspaper/magazine clippings, photographs, and other kinds of non-book materials organized according to subject. The vertical file is compiled by the reference librarians and is full of manila file folders with hard-to-find information that might be very helpful when you are doing research. For instance, if you plan to do a paper on one aspect of alcoholism, say the problems of families of alcoholics, the vertical file might contain pamphlets from Alcoholics Anonymous that deal specifically with this problem. It would also give you some addresses of agencies that might be able to send you even more information. The vertical file is most helpful when you are doing a paper in the social sciences or medical fields. The librarian will be able to help you find what you need in the vertical file.

Audio-Visual Materials

Our last stop in the reference library is the audio-visual section (#6 on map). The Madonna Library holds many filmstrips, records, cassette lectures, slide programs, and educational games that can be a great help

to you in some of your classes. For instance, if you are taking an English literature class and haven't had a very complete background in literature, you would be able to find a number of audio-visual materials to reinforce or supplement what you are doing in class. To find out what the library has in the audio-visual room, you can look in the small card catalog near the a-v room of the reference library (see map). If in class you are reading Dante's "Inferno" and find it tough to understand, you could look up DANTE to find readings and taped lectures that would help your understanding. There are a large number of machines and listening stations in the library where you can use the materials.

The Greatest Resource

Well, that's about it for the reference library. Of course, once you take the time to really get involved with the materials available here, you'll see that this is just a brief and sketchy introduction to a place full of interesting, challenging, helpful tools of research. Now it's up to you to use this information before you forget it all and have to start over relearning the basics of what the library holds.

One final note, though: REMEMBER that the reference librarian, no matter who he/she is, can be your greatest asset in the library. He/she has spent years learning about the library, using the materials housed there every day. What may seem like an enormous research project to you can be whittled down to a project you can handle in just a couple visits to the library by a good reference librarian. Let the reference librarian help you, since that is the reason he/she is there. Without you using the library the reference librarian has no clients to whom he/she can offer his/her service.

You can help the reference librarian help you, though, by asking him/her intelligent questions, by providing him/her enough information

about your research project so that your object is clear. Here are some suggestions for getting the most out of the reference librarian's help:

1. Take the assignment sheet outlining your project with you when you begin the paper. This will give the librarian some understanding of where you should begin. If your instructor hasn't given you a directions sheet, take your class notes in which you have written down his/her directions.

2. Tell the librarian what stage you are at in your paper: gathering background information? gathering facts? looking for articles/books? etc.

3. Write down the librarian's suggestions. Obviously you are not as familiar with the library's resources as he/she, so jot down the names of books/references you want to look at.

4. Project a spirit of cooperation, collaboration. Put yourself in the librarian's shoes: Would you want to help someone who seems defensive, hostile, or even surly? No, but you'd do all you could for someone who seems genuinely grateful for your advice.

Post Test

Now that you've made your way through the library, you can test whether or not this learning module helped you by turning to page 39 in this booklet and taking the post test.

Good luck in the library!

Pretest

Part I:

Answer the following questions in a few words or phrases. Check your answers on the answer page, which is page 41 of this booklet.

1. Describe the basic difference between the circulating library and the reference library.

   _____

   _____

2. List the three kinds of cards found in the card catalog:

   _____ _____ _____

Use this sample card catalog card to answer questions 3 through 8.

SAMPLE

MEDITATION

242 D'Arcy, Martin Cyril, 1888-
D214 Facing the people, by Martin D'Arcy. [1st American ed.]
Wilkes-Barre, Pa., Dimension Books [1968]
140 p. 20 cm.

74213

1. Meditations. I. Title.

BX2182.2.D33 1968 242 68-13730
MARC

Library of Congress

3. What kind of card is this? _____

4. The title of this book is _____.

5. The author is _____

GO ON TO THE NEXT PAGE FOR QUESTION 6 ON.

6. The book was published in _____(place)_____(year)

7. Does the book contain a bibliography? _____

8. This book is catalogued under what cards? _____

_____

9. The books in the Madonna College Library are arranged according to which classification system? _____

10. What is the basic purpose of the Reserve Book Room? _____

_____

Part II:

Match the following reference works with the type of book each is. Write the letter of the item in column #2.

____ 1. Encyclopedia Britannica	a.	specialized enclopedia
____ 2. Who's Who	b.	newspaper index
____ 3. Reader's Guide to Periodical Literature	c.	general encyclopedia
____ 4. New York Times Index	d.	biographical dictionary
____ 5. Information Please Almanac	e.	index to magazines
____ 6. Encyclopedia of Philosophy	f.	almanac

GO ON TO THE NEXT PAGE FOR QUESTION 7 ON.

Support materials:

Fill in the blank before each of the following topics with the reference work that would supply information you need. Choose from: Encyclopedia Britanica, Who's Who, Who's Who in America, Dictionary of Quotations, The World Almanac and Book of Facts, Encyclopedia of Psychology, Reader's Guide to Periodical Literature, Newsbank.

_____ 7. Information about Walter Cronkite's life

_____ 8. How color television came into existence.

_____ 9. Who won the Academy Award for best actress in 1975.

_____ 10. Sigmund Freud's contribution to psychiatry.

_____ 11. Articles from magazines dealing with Armenian food in America.

_____ 12. Information about the life of British rock star Mick Jagger.

_____ 13. Who said, "To err is human; to forgive divine."

_____ 14. Newspaper articles about the PBB crisis in Michigan (on microfiche).

_____ 15. Average rainfall in Tehran.

16. What is the S.I.R.S.? _____

17. The Newsbank is the index to articles reproduced on _____.

18. What is the vertical file? _____

19. How do you find out whether or not the Madonna Library has audio-visual materials on a particular topic?

_____

20. What is the most important, most helpful resource in the library?

_____

STOP. TURN TO PAGE 41 FOR THE ANSWERS TO THE PRETEST.

Exercise 1

Support Materials:

Using the card catalog

Use the card catalog to find the answers to the following questions.

1. Look up the subject TELEVISION. List four of the subdivisions this subject is broken down into:

   How many subdivisions are given in total? _____

2. Give the title of one book written by Francil R. Moraes.

3. Give the author and call number for Tallulah.

4. When was Aging by Henri Nouwen published? _____ Where was it published and by which company?

5. Does Ego and Milieu by Elaine and John Cumming contain a bibliography?

   _____

   How long is this book? _____ pages

6. According to the card catalog, under what cards is Learning by Charles Jones listed?

7. If you are looking for information about American ballads, what cross reference does the card catalog give you so that you can find more books on this subject?

8. How many cross references are you given for ADVERTISING? _____

9. When did Edward Olney Live? _____

10. Give the information requested below about Character and Crisis:

    Author: _____

    Call number: _____

    Publication date: _____

    Contains bibliography?: _____

    Subject cards this book is listed under:

CHECK YOUR ANSWERS ON PAGE 43 OF THIS BOOKLET.

Exercise 2
Using Indexes

Use the excerpts from the Reader's Guide to Periodical Literature reproduced on the next page to answer the following questions.

1. The subject SPORTS CARS is divided into how many subcategories?_____

2. How many articles are listed for SPORTS CARS: Testing?_____

3. What cross references ("See also" entries) are given for SPIES?_____

4. Give all the necessary information for finding one article written by Ida Spence.

   _____

5. An article by W. Nack about Leon Spinks appeared in which magazine?_____

   _____

6. Was the article illustrated with portraits?_____

7. An article about gold SPECTULATION appeared in what magazine?_____

8. In which issue of Antiques Journal did an article about spoons, called "San Francisco Disaster Spoons," appear?

   _____

9. In which bound volume of People magazine would you find an article on SPORTS FOR THE HANDICAPPED called "Anybody Can Ski"?

   _____

10. If you wanted an article about sperm whales, what heading would you look under?

    _____

Use the excerpt from the Newsbank index on page 39 to answer the following questions.

11. Give all the information you would need to give the librarian to find an article about architectural design for handicapped persons in Tuscon, Arizona.

    _____

12. On which page would you find the subject heading Public Housing?_____

13. For employment in the building industry you should refer to which volume?

    _____

Go to the SIRS volumes to answer the following questions.

14. How many different subjects are handled by SIRS volumes? _____

15. Look in the SIRS subject index for Communication (on table with Newsbank). How many articles are listed for Telecommunications?_____

CHECK YOUR ANSWERS ON PAGE 44 OF THIS BOOKLET.

SPECTRUM analyzers
Sensor spectrum analyzer developed. B. M. Bloom. il Aviation W 113:81+ Mr 31 '80
SPECULATION
See also
Commodity exchanges
Investments
Real estate investment
Risk
Stocks
Blinded by gold dust. H. Rudnitsky. il Forbes 125:94-5 F 4 '80
Trouble for U.S. silver futures. il Bus W p79-81 F 11 '80
SPEECH
See also
Children—Language
Compressed speech
Conversation
Language and languages
Public speaking
Speech perception
Synthesis
See Speech synthesis
SPEECH defects
See also
Stuttering
SPEECH pathologists. See Speech therapists
SPEECH perception
Rate of acoustic change may underlie hemispheric specialization for speech perception. M. Schwartz and P. Tallal. bibl f il Science 207:1380-1 Mr 21 '80
SPEECH processing systems
See also
Speech synthesis
Computer system speaks plain English. D. Scott. il Pop Sci 216:10 F '80
SPEECH synthesis
Appliances that talk—new fad or enduring trend? M. Cusack. Sr Schol 112:39 F 21 '80
Machines that can talk. M. B. Weinstein. bibl il Radio-Electr 51:53-5 Mr; 44-8 Ap '80
SPEECH therapists
Speech-language pathologist. Cur Health 6:26 S '79
SPEED
See also
Motorcycles—Speed
SPEED limits. See Traffic regulations
SPEED records. Airplane. See Airplane speed records
SPEED skating. See Skating
SPEED traps. Radar. See Radar in traffic control
SPENCE, C. Edgar
Solar rehabilitation. il Mother Earth News 63: 170 Mr/Ap '80
SPENCE, Ida
Jewel of the tropics. il Black Enterprise 10:123-4 F '80
SPENCER, Jim
First trophy. il Outdoor Life 165:48-51+ Ja '80
Rabbit at its best. il Outdoor Life 164:54 F '80
SPENDING
See also
Consumption (economics)
SPERA, Frank
Thermal evolution of plutons: a parameterized approach. bibl f il Science 207:299-301 Ja 18 '80
SPERLICH, Harold K.
Born-again car man. L. Mandel. Motor T 32: 24-6+ Ap '80 *
SPERM donors. See Artificial insemination
SPERM flagella. See Flagella
SPERM whales. See Whales
SPERMICIDES. See Contraceptives
SPETH, Gus. See Speth, J. Gustave
SPETH, J. Gustave
Sisyphus syndrome: acid rain and public responsibility [adaptation of address, November 2, 1979] il map Nat Parks & Con Mag 54:12-17 F '80
SPHEROMAK plasma confinement. See Plasma confinement
SPICES
See also
McCormick & Company
SPIDER crabs. See Crabs
SPIDERS
See also
Tarantulas
Down goes aqua-spider [diving spiders] H. Pfletschinger. il Int Wildlife 10:25-7 Ja/ '80
Jumping spiders is their name, jumping is their game and lucky is the home that harbors them. il K. Evans and D. T. Gwynne. il Nat Wildlife 18:29-4 F/Mr '80
SPIES
See also
Espionage
Intelligence service
World War, 1939-1945—Secret service
SPIES, Industrial. See Business intelligence
SPIESS, F. N. and others
East Pacific Rise: hot springs and geophysical experiments. bibl f il maps Science 207:1421-32 Mr 28 '80
SPILLMAN, Susan
Star is born. Seventeen 39:210 Ap '80
SPINAL fluid. See Cerebrospinal fluid
SPINE
See also
Backache
SPINKS, Leon
Spinks was no sphinx. W. Nack. pors Sports Illus 52:31-2 Ja 21 '80 *
SPINNERS. See Fishing lures, flies, etc.
SPIRITUAL directors. See Pastoral counseling
SPIRITUAL life
See also
Christian life
Retreats
(Column) H. Fehren. See issues of U.S. Catholic
Spiritual discipline: countering contemporary culture. D. E. Miller. Chr Cent 97:319-23 Mr 19 '80
SPLICING of genes. See Genetic research
SPLIT-rail fences. See Fences
SPLITTERS. Log. See Wood cutting equipment
SPODE pottery. See Pottery, English
SPOILS system. See Political patronage
SPOONS
Collectors and collecting
San Francisco disaster spoons [souvenirs] D. Zinn. il Antiques J 35:19-21+ Mr '80
SPORT. See Sports
SPORT (periodical)
This month in Sport. J. R. McDermott. See issues of Sport
SPORT fishing boats. See Fishing boats
SPORTBOATS (inflatable boats) See Boats and boating
SPORTING goods
See also
Softball—Equipment
Sportsman's shopper. See issues of Field & stream
SPORTING goods industry
See also
Johnson, S. C. & Son, Inc
Marketing
Struggling to cope without snow. il Bus W p44 F 11 '80
France
Has Rossignol lost its edge? L. Minard. il por Forbes 125:136-6 Mr 17 '80
SPORTS
See also
Amateurism (sports)
Athletes
College athletics
Computers—Sports use
Drugs and sports
Hypnotism—Sports use
Radio broadcasting—Sports
Television broadcasting—Sports
also names of sports, e.g. Running
Advisor [questions and answers] [cont] F. Donegan. Sport 70:75 Ja; 6 Mr; 10 Ap '80
For the record. See issues of Sports Illustrated
Scorecard. See issues of Sports Illustrated
Sport quiz. See issues of Sport
Sport talk. See issues of Sport
Sporting scene. New Yorker 56:53-6+ Mr 10; 53-6+ Ap 14 '80
Sports. See issues of Seventeen
Accidents and injuries
See also
Boxing—Accidents and injuries
Parachuting—Accidents and injuries
Sports medicine
Preventing sports injuries. J. Kaplan. Vogue 170:143+ F '80
Anecdotes, facetiae, satire, etc.
Time out for sports. Read Digest 116:49-50 Ap '80
Competitions
See also
Olympic Games
Skating—Competitions
Games people play across the North [Arctic Winter Games] P. Koring. il Maclean's 93:8+ Ap 7 '80
Economic aspects
Sop to the poor fan. K. Asquith. Maclean's 93: 39 Ja 7 '80

SPORTS—Continued
Ethical aspects
See also
Basketball, College—Ethical aspects
College athletics—Ethical aspects
Drugs and sports
Football, College—Ethical aspects
Football, Professional—Ethical aspects
International aspects
See also
Olympic Games
Notes and comment [sports and war] New Yorker 56:27-8 Mr 10 '80
Medical aspects
See Sports medicine
Periodicals
See also
Sport (periodical)
Sports Illustrated (periodical)
Philosophy
Why sport? E. Cowan. il por Humanist 39:23-8 N/D '79
Photographs and photography
Letter from the publisher [photography of the Winter Olympics for Sports Illustrated] K. F. Sutton. il Sports Illus 52:4 Mr 3 '80
Year in sports [special issue] Sports Illus 52:6-8+ Sp issue Mr 13 '80
Physiological aspects
Body athletic. J. Jerome. il Esquire 93:17-18 Mr '80
Sports: how they affect your skin. Glamour 78: 200 Ap '80
Psychological aspects
See also
Baseball, Professional—Psychological aspects
Skis and skiing—Psychological aspects
Swimming—Psychological aspects
Afghanistan
Chapandaz still play buzkashi. Vasari. il Art News 79:7 Mr '80
Alaska
See also
Baseball—Alaska
Argentina
See also
Automobile racing—Argentina
China
China's Olympic hopes. R. Breese. World Press R 27:61 Ja '80
England
See also
Rowing
Europe, Western
See also
Motorcycle racing—Europe, Western
Great Britain
See also
Motorcycle racing—Great Britain
Italy
See also
Basketball, Professional—Italy
Russia
See also
Weight lifting
SPORTS and religion. See Religion and sports
SPORTS arenas. See Stadiums
SPORTS betting. See Gambling
SPORTS broadcasters. See Radio broadcasting—Sports—Television broadcasting—Sports
SPORTS cars
Brief encounter [Ferrari BB512] T. C. Browne. il Motor T 32:56-7+ Ap '80
Davin: a backyard Ferrari. L. Frank. il Motor T 32:50-3+ Mr '80
Farewell to MG. L. Mandel. il Motor T 31:77-80+ D '79
Hey, uh. If you're not busy this weekend, howdja like to exercise my Ferrari? D. E. Davis, Jr. il Car & Dr 25:7-8 Ap '80
Last GASP for a Bricklin [fund raising lottery by Group Against Smokers Pollution in Winnipeg, Canada] J. Hample. il Maclean's 93:22 Mr 3 '80
Leather-lined luxury [Aston Martin's Volante convertible] T. Hogg. il Road & Track 31:38-40 F '80
MG. T. Hogg. Road & Track 31:31 F '80
Miscellaneous ramblings [owning the 427 AC Cobra and the Kougar] T. Hogg. il Road & Track 31:35-7 Ap '80
On a clear day. . .[DeLorean Motor Company's DMC-12] C. E. Curtis. il Forbes 125:35-6 Mr 3 '80
Owner impressions [Fiat 850 Spider, a 1947 model] J. Thompson. il Road & Track 31:48-9 F '80
Porsche of great price [930 Turbo] P. Bedard. Car & Dr 25:14 F '80
TVR Tasmin gamble. T. L. Bryant. il Road & Track 31:130+ Ap '80
Turbo Corvette. J. Lamm. il Road & Track 31: 94-7 Ap '80
History
Retrospect:
1954 Alfa Romeo 6C 2500cm. L. Frank. il Motor T 32:54-9+ F '80
Purchasing
Editor's report [selecting a Corvette] J. Dianna. Motor T 31:5 D '79
Testing
Fantasy flagships [L82 Corvette, 308 GTS Ferrari and Porsche 928] J. Dianna and others. il Motor T 31:20-7+ D '79
Fiat 850 Spider. T. L. Bryant. il Road & Track 31:45-9 F '80
Road & track road test:
1980 Porsche 924. il Road & Track 31:33+ Ap '80
Road test:
Porsche 924 Turbo. F. Stafford. il Motor T 32:34-7+ Ap '80
Short take:
Datsun 280-ZX. D. Sherman. il Car & Dr 25:121-2 Ap '80
SPORTS cars, Remodeled. See Automobiles, Remodeled
SPORTS clothes. See Clothing and dress—Sports clothes
SPORTS clubs
Looking in on the Black Summit [National Brotherhood of Skiers] J. H. Auran. Skiing 32:48 F '80
SPORTS fans
See also
Football fans
SPORTS for the handicapped
Anybody can ski, says Ed Lucka, and that includes the handicapped and the blind. F. W. Martin. il pors People 12:44+ Mr 31 '80
In the Boston Marathon, watch for a record by George Murray: oh yes, he's the one in the wheelchair. S. Hinson. il pors People 13:121-3 Ap 21 '80
SPORTS for women
See also
Basketball, Professional
Running
Swimming
Women athletes
SPORTS gambling. See Gambling
SPORTS illustrated (periodical)
Letter from the publisher. K. F. Sutton. See issues of Sports Illustrated
SPORTS in art
Silver skates & others. E. Pullar. il Antiques J 35:36-7+ F '80
SPORTS journalism
How to decrease your word power [R. Thompson, editor of Assiniboia's The times] D. Eisler. il por Maclean's 93:24-5 F 4 '80
Selling of the Super Bowl [football journalism] il Time 115:58 Ja 28 '80
SPORTS medicine
See also
Motorcyclists—Health and hygiene
Electronics Olympic-style. J. A. Miller. il Sci News 117:139 Mr 1 '80
Sports competition should not be child's play, a doctor warns, as injuries increase [interview by G. James] L. Michael. il pors People 13:54-6+ Mr 17 '80
Sports doctor Anthony Daly prepares for the nonpolitical aches and pains of the Olympics. S. Kalter. il pors People 13:49-50 F 4 '80
SPORTS promoting. See Promoters and promoting
SPORTS records
See also
Fishing records
Hunting records
SPORTS vacations. See Vacations
SPORTS writing. See Sports journalism
SPORTSCASTERS. See Radio broadcasting—Sports; Television broadcasting—Sports
SPORTSMANSHIP
See also
Football, Professional—Ethical aspects
SPORTSMEN. See Athletes; Fishermen; Hunters
SPORTSWOMEN. See Women athletes
SPORTSWRITING. See Sports journalism
SPOT oil futures. See Commodity exchanges
SPOT removers. See Laundry products
SPOUSAL testimony. See Witnesses
SPRAGUE, G. F. and others
Plant breeding and genetic engineering: a perspective. bibl il BioScience 30:17-21 Ja '80

List of main subject headings:

Building Industry, Architecture, Technology 1
Codes, Building and Housing 4
Commercial Developments 6
Community Facilities 9
Condominium and Cooperative Housing 14
Discrimination and Integration 14
Downtowns 16
Elderly Housing 20
Financing (Mortgages) 20
Financing (Mortgages), Insured FHA/VA 24
Government Buildings 24
Home Ownership 27
Housing Programs 29
Housing Stock 30
Land and Land Use 34
Landlord-Tenant Relations 36
Low-Middle-Moderate Income Housing 38
Metropolitan and Regional Planning 41
Mobile Homes 42
Multipurpose Developments 42
New Towns 43
Parks, Recreation, Open Space 43
Planned Unit Developments (PUD) 47
Preservation and Landmarks 47
Public Housing 50
Public Housing (Housing Authorities) 53
Rehabilitation 54
Rents and Rent Control 55
Subsidized Housing 56
U.S. Government Agencies 56
Urban Environment 57
Urban Planning and Development 59
Urban Renewal and Redevelopment 63
Waterfront Developments 65
Zoning 67

Aged Housing
See **Elderly Housing**

Architecture
See **Building Industry, Architecture, Technology**

Beautification
See **Urban Environment** – beautification

Building Codes
See **Codes, Building and Housing**

Building Industry, Architecture, Technology
Covers articles on building industry as related to housing stock. For management, location, etc., of building firms, see **BUSINESS AND ECONOMIC DEVELOPMENT** *section; for employment in building industry, see* **EMPLOYMENT** *section. See also subheading* developers and contractors *under various types of housing*
architects
Arizona
Solari, Paolo – 17:A2-4
Arkansas
Jones, Euine Fay – 45:A5-6
California: Los Angeles
American Institute of Architects convention – 92:A2
Connecticut
state contracts – 77:A4, 77:A5
Florida
licensing – 35:A10-11, 45:A7, 53:A5
registration – 25:A2-3
Florida: Dade County – 53:A6-7
ethics – 84:E1
Kansas
ethics – 8:A7
Massachusetts: Boston
Safdie, Moshe – 85:A3
New Jersey
AIA ruling – 61:A1
New York: New York
Venturi, Robert – 53:A8
Tennessee: Memphis
malpractice insurance – 17:A5
Texas
Zemanek, John – 35:A12-13
Texas: Fort Worth
Growald, Martin – 25:A4-5
United States
malpractice insurance – 25:A6-8
malpractice suits – 17:A6
West Virginia
contracts – 77:A6
Wisconsin
malpractice insurance – 17:A7-8
architectural design
book reviews – 67:F6-7
geodesic domes – 85:A4-5
handicapped persons – 17:B6-8
recycled buildings – 85:A6-7
underground homes – 35:A14-B1, 45:A8-10, 53:A9, 53:A10-11
underground solar homes – 85:A8
Alaska: Anchorage
awards – 68:A4-5
Arizona
arcology – 25:A9-11
Arizona: Tucson
handicapped persons – 17:A9
California
awards – 77:A7-8
railroad stations – 45:A11
California: Oakland
awards – 85:A9
California: San Diego
awards – 61:A2
California: San Francisco
recycled buildings – 17:A10
California: Santa Monica
apartment-bridge complex – 35:B2
Colorado
adobe homes – 77:B6-7
domed foam homes – 61:A3-4
log houses – 92:A3-4

Post test

Indicate whether the following statements are true or false.

_____ 1. Books in the circulating library can be checked out by students for use at home.

_____ 2. To locate a book in the Madonna College Library, you use the Dewey Decimal Classification System number to guide you to the right shelf.

_____ 3. The books in the reference library never leave the library.

_____ 4. The card catalog contains only one card for each book.

_____ 5. Many times the subject cards in the card catalog are broken down into small subcategories.

_____ 6. The call numbers are written on the spines of all the books in the library.

_____ 7. The card catalog card tells you only the call number of the book.

_____ 8. The card catalog card gives you all the information you would need for a bibliographical listing.

_____ 9. Magazines and newspapers are on the first floor of the library.

_____10. Magazines and newspapers that are more than a year old are destroyed and therefore unavailable.

_____11. The Madonna College Library has only one periodical index.

_____12. The reference section provides you with background information about a topic.

_____13. If you are doing a research paper about a topic you are unfamiliar with, the best place to start in the library is the refernece section.

_____14. The bound volumes of periodicals are located behind the current issues.

_____15. Your greatest resource in the library is the reference librarian.

What kinds of information can you find in the following reference works?

16. Who's Who _____

17. Reader's Guide to Periodical Literature _____

GO ON TO THE NEXT PAGE FOR QUESTION 18.

Support Materials:

18. Information Please Almanac _____

19. Encyclopedia Britannica: Propaedia _____

20. Encyclopedia Britannica: Macropaedia _____

21. Encyclopedia Britannica: Micropaedia _____

22. Dictionary of Quotations _____

23. New York Times Index _____

24. Index Medicus _____

25. Index to NEWSBANK _____

26. What do you find in SIRS? _____

Name two periodical indexes available in the Madonna College Library in addition to the ones listed in questions 23-25 above:

27. _____ 28. _____

29. Which headings in periodical indexes would you use most often?

Choose one: subject heading title heading author heading

30. Describe one way of helping the reference librarian to help you when you are beginning to work on a research paper: _____

_____

_____

CHECK YOUR ANSWERS ON PAGE 45 OF THIS BOOKLET.

ANSWERS
Pretest

Part I:

1. The circulating library "circulates" - books can be taken out of the library and used anywhere. The reference library must be consulted in the library - books are never taken out.

2. author card
   title card
   subject card

3. subject card

4. Facing the People

5. Martin Cyril D'Arcy

6. Wilkes - Barre, Pa. 1968

7. No

8. subject: MEDITATIONS
   author: D'Arcy
   title: Facing the People

9. Dewey Decimal System

10. To make books available to a large number of students in a course.

Part II:

1. c
2. d
3. e
4. b
5. f
6. a
7. Who's Who in America
8. Encyclopedia Britannica
9. The World Almanac and Book of Facts
10. Encyclopedia of Psychology
11. Reader's Guide to Periodical Literature
12. Who's Who
13. Dictionary of Quotations
14. Newsbank
15. World Almanac and Book of Facts

16. A compilation of newspaper articles on specific topics.

17. microfiche

18. A file of pamphlets and clippings compiled by the librarians.

Pretest (continued)

19. Look in the small catalogue near the entrance to the second floor.

20. The librarian.

Directions for scoring

If you have 9 or more items correct in Part I, then you probably do not have to complete the first half of the module. You can turn to page 12 of the module booklet and begin there.

Record scores:

Part I:

_____ correct out of 10

_____ correct out of 20

_____ total correct out of 30

TURN BACK TO EITHER PAGE 3 OR PAGE 12.

ANSWERS Exercise 1
Using the Card Catalog

Support materials:

1. Subdivisions for TELEVISION: You could have listed any four.

Television and Aged
Television and Children
Television and Delinquency
Television and Radio
Television and Radio News
Television and Teaching of English
Television and Youth
Television as a Profession
Television as Art
Television as a Cultural Force
Television as a Social Force
Television Audiences
Television Audiences-U.S.
Television Authorship
Television Broadcasting
Television Broadcasting of News
Television Broadcasting of News-U.S.
Television Broadcasting-Pictorial Works
Television Broadcasting-Social Aspects-U.S.
Television Plays
Television-Production and Direction
Television Programs for Children
Television Programs, Public Service
Television Programs-U.S.
Television Stations
TV Guide
Television in Education
Television in Higher Education-U.S.
Television in Politics

Total number of subdivisions: 30

2. The Revolt in Tibet

3. Tallulah Bankhead 92 T149

4. 1974 New York: Doubleday Publ. Co.

5. Yes 292 pages

6. Author: John C. Jones
Title: Learning
Subject: LEARNING, PSYCHOLOGY OF

7. See Literature, American.

8. Total: 9
Commercial Art
Mail Order Business
Marketing
Posters
Propaganda
Public Relations
Publicity
Retail Trade
Show Windows

9. 1827-1887

10. Author: Phillip Levine
Call number: 824.08 L665
Publication date: 1966
Bibliography?: No
Subjects listed under: Drama - Collections
Drama - History and criticism

TURN BACK TO PAGE 10.

ANSWERS Exercise 2
Using Indexes

1. 3 (History, Purchasing, Testing)

2. 5

3. Espionage
   Intelligence service
   World War, 1939-1945--Secret service

4. Title: "Jewel of the Tropics"
   Publication: Black Enterprise (vol. 10)
   Date: February 1980
   Pages: 123-4
   Illustrated

5. Sports Illustrated

6. Yes

7. Forbes

8. March 1980

9. 13

10. Whales

11. Index date: January-December 1978
    Coordinates: 17: A9

12. page 50

13. EMPLOYMENT

14. 28 (After March 1981 there will be 32; additional volumes will be added in the future.)

Aging	Defense	Habitat	Religion
Alcohol	Drugs	Health	School
Communications	Energy	Mental Health	Sports
Consumerism	Ethics	Money	Transportation
Corrections	Ethnic Groups	Pollution	Women
Crime	Family	Population	Work
Death and Dying	Food	Privacy	Youth

15. 12 as of 1980. More will be added in the future.

TURN BACK TO PAGE 30.

ANSWERS
Post test

Support materials:

1. T	6. T	11. F
2. T	7. F	12. T
3. T	8. T	13. T
4. F	9. F	14. T
5. T	10. F	15. T

16. biographical information
17. magazine/journal articles
18. facts/numerical data
19. outline of knowledge/index to volumes
20. long articles on general topics
21. short articles on general topics
22. sayings, quotations and their sources
23. newspaper articles in NY Times
24. medical articles
25. newspaper articles on Microfiche
26. reprints of news articles on certain topics

27, 28. Any two:
- Reader's Guide to Periodical Literature
- Humanities Index
- Social Sciences Index
- Business Periodical Index
- Catholic Periodical Index
- Education Index
- Index to Nursing and Allied Health Literature

29. subject heading

30. Any one of the following:

    1. Take the assignment sheet outlining your project with you when you begin the paper. This will give the librarian some understanding of where you should begin. If your instructor hasn't given you a directions sheet, take your class notes in which you have written down his/her directions.

    2. Tell the librarian what stage you are at in your paper: gathering background information? gathering facts? looking for articles/books? etc.

    3. Write down the librarian's suggestions. Obviously you are not as familiar with the library's resources as he/she, so jot down the names of books/references you want to look at.

CONTINUED ON THE NEXT PAGE

4. Project a spirit of cooperation, collaboration. Put yourself in the librarian's shoes: Would you want to help someone who seems defensive, hostile, or even surly? No, but you'd do all you could for someone who seems genuinely grateful for your advice.

Pretest score: _____ TOTAL out of 30
Post test score: _____ TOTAL out of 30
Improvement: _____

Congratulations!
Here's to your future success in the library!!